

# How to Complete a Fiscal Report in Egrants

This document will walk you through how to complete a Fiscal Report (formerly Financial Report) within the Egrant System. You can also access a webinar that will explain this process by going to this website: <http://www.in.gov/cji/3533.htm> and selecting Fiscal Reporting Webinar under the Victim Services section.

- After logging into Egrants, you will come to this screen.

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**Welcome to ICJI Egrants!**  
*Please select a menu tab or prompt link to continue.*

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

- Click on the top “click here” to enter your grant ID number and hit search
  - Scroll down a little and select your Grant ID number in blue (Below is what you will see)

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Search [Program Monitoring](#)

**PROJECT MANAGEMENT SEARCH**

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

**Quick Searches**

[Applications In Process \(1\)](#)

[Awarded Projects - Active \(1\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
<a href="#">1626</a>	Center for Nonviolence, Inc.	Families in Crisis - SAFE	08/17/2012

- Select the monitoring tab at the top

Back Button will not take you back pages, instead use the application menus and controls.

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Project **Monitoring** [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1626      Project Title: Families in Crisis - SAFE  
 Status: Open - Awarded      Fund Announcement: [2012 VOCA Assistance Grant](#)

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**PROJECT SUMMARY**

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).  
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).  
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).  
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1626 :	Create Project Modification Request (PMR)		
<a href="#">Application</a>	10/1/2012 - 9/30/2013	Open - Awarded	★ P

[View Issues/Comments](#)

- From this screen below, you will select Create Fiscal Report.

[Create Program Report](#) | **[Create Fiscal Report](#)** | [Create Inventory Report](#)

**MAIN SUMMARY**

**Filter Criteria**  
 Phase: [\[All\]](#) ▼  
 Approval Status: [\[All\]](#) ▼

To access a fiscal or program report, click on the period ending date to open the report.

**Cumulative Fiscal Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By
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**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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[Create Program Report](#) | [Create Fiscal Report](#) | [Create Inventory Report](#)

- For the most part, Fiscal Reports will be submitted at the end of each quarter. If you are submitting a report for reimbursement monthly, you will need to select interim report and change the calendar date to the end of your requesting period. If you submit a Fiscal Report at the end of each month, you will still be required to submit a quarterly report at the end of each quarter.

**DO NOT MARK THE REPORT TYPE AS FINAL UNLESS YOU HAVE REPORTED ALL EXPENDITURES FOR THE GRANT PERIOD.**

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 12/31/2012  
Report Period Ending Date: \* 12/31/2012

Report Type: \* ☒ Quarterly ☐ Interim ☐ Final

Report Status: Draft  
Approval Status: Pending  
Status Updated By:

Submitted Date:  
Return Date:  
Resubmitted Date:

How to Complete the **Financial Information** Section at the Top:

Financial Information	Budget	Expenses Paid This Period 10/1/2012-12/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	37,000.00	0.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	9,250.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	46,250.00	0.00	0.00	0.00	0.00	0.00

- You will enter the amount of VOCA funds you are requesting on the Federal line under the Expenses Paid This Period column at the top.
- If you are reporting match, you will report that in the match section that you indicated in your budget section of the application.
  - In the budget categories section you will need to put how much you are requesting from each category. If you are reporting match, you will need to include these amounts in the totals for the categories as well so your amounts match on the top with the bottom.
  - DO NOT USE THE OUTSTANDING SUBGRANTEE OBLIGATIONS COLUMN!**

How to Complete the **Budget Categories** Section at the Bottom:

Budget Categories	Budget	Expenses Paid This Period 10/1/2012-12/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	37,000.00	0.00	0.00	0.00	0.00
Employee Benefits	6,500.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	2,750.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00
Total Σ	46,250.00	0.00	0.00	0.00	0.00

- You will click the Budget Category you are reporting expended funds in.

Position	Name	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Latino Program Coordinator		25,000.00	0.00	0.00	0.00
Women's Program Coordinator		5,000.00	0.00	0.00	0.00
Women's Program Facilitator		4,000.00	0.00	0.00	0.00
Women's Program Facilitator		3,000.00	0.00	0.00	0.00
		37,000.00	0.00	0.00	0.00

Save Save And Continue Editing Back

- Next, enter the amount of funds you are reporting for each line item under the Expenses Paid This Period column.
- Then click Save.

**Note:** You will repeat this for each Budget Category you are reporting expended Federal and Match funds. And like the Financial Information section above, you are not to use the Outstanding Subgrantee Obligations column.

Once you have entered all of your information into the Financial Information and Budget Categories sections, make sure the Total lines for both sections match. The numbers should match because you are reporting the same information in each section.

After you have verified the Total lines match, click the Add Attachment button to upload your back-up/supporting documentation. Once the documentation is added, click the Submit button.

Actions	Attachment Name	Budget Category(s)	Date
Add Attachment			

View Report Save as Draft Save and Continue Editing Submit Delete Back

If the Fiscal Report is submitted without the back-up/supporting documentation, it will be returned to you!

After you click Submit, this screen will appear:

**Fiscal Report Submission Confirmation**

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree

Back

This serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.

- Clicking Agree will take you back to the Main Summary page of reporting and you will be able to see the approval status. Once the approval status is approved, an invoice is submitted to our fiscal department for reimbursement.
- **For the quarterly reports required by the Egrants system, it is fine to just hit submit with all zeroes in the columns.**